

Standard Practice Guide Policies

Development of University Policy

601.35

Applies to: All Departments and Units of the University

I. OVERVIEW

The University of Michigan Standard Practice Guide (SPG) is the official collection of institution-wide policies and procedures for the university. Due to the diverse and specialized nature of activities at the university, the Standard Practice Guide is not intended to be the complete assembly of all the policies for the university. Local policies, such as those specific to a school, department, or unit, are not included in the Standard Practice Guide. Policies of this nature are developed and approved at the local divisional/college level, may be more restrictive than the Standard Practice Guide, but may not conflict with the university's governing policies.

Audit Services has exclusive ability to add, change, or delete content to the Standard Practice Guide website. To maintain the integrity of the Standard Practice Guide policies and organization charts, Audit Services is responsible for coordinating publication of the Standard Practice Guide and organization charts in final form and for ongoing maintenance of the SPG website.

II. PURPOSE

The university uses a consistent process and format for approving, issuing, reviewing, and maintaining all Standard Practice Guide policies. This institution-wide process is designed to provide continuity, ease of access and understanding, and transparent guidance to the university community. Generally, policy endures across time and administrations, changes infrequently, and sets the course for the foreseeable future. University policies and procedures are designed to promote official goals, objectives, best practices, and a commitment to excellence.

III. POLICY

A. POLICY APPROVAL, OWNERSHIP, AND ADMINISTRATION

The appropriate executive officer(s) is the policy approver and must approve all new, changed, and decommissioned policies. This authority may be delegated. A delegation of authority by the executive officer must be on file with Audit Services. The policy approver (the executive officer) may name a policy owner as the individual charged with the responsibility for implementing and/or updating university policies in their area. The policy approver and the policy owner may be the same but do not have to be the same.

B. POLICY UPDATES

At least every five years, it is the responsibility of the policy owner(s) to review and to update policies

when necessary. To increase awareness across university units, policy owners should provide a brief summary of the changes made in the Notes section at the bottom with each update. Each policy includes a “Next Review Date” and remains in effect even if the review date is past. The university may add, modify, or decommission a policy at any time.

C. ORGANIZATION CHARTS

Executive officers or their delegates are responsible for ensuring that organization charts for their area are reviewed annually and updated as necessary.

D. PROCEDURE FOR POLICY AND ORGANIZATION CHART DEVELOPMENT AND MAINTENANCE

Procedures for new policy development, policy change, policy decommissioning, and organizational chart updates can be found at <http://spg.umich.edu/policies/policy-development-procedures> (<http://spg.umich.edu/policies/policy-development-procedures>)

Notes

This policy and related procedure were updated in May 2024 to indicate that SPG owners should provide a brief summary of changes in the Notes section, to clarify the definition of SPG approver and SPG owner, and to clarify when the next review date advances.

File Attachments

Printable PDF of SPG 601.35, Development of University Policy (June 2024) (/sites/default/files/policies/601x35%20Development%20of%20University%20Policy%20_%20Standard%20Practice%20Guides%20-%20Univ)

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Related Policies:

Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters (</policy/601.24>)
Fiscal Responsibilities (</policy/500.01>)

Related Links:

Procedures (<http://spg.umich.edu/policies/policy-development-procedures>)

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